PUBLIC AFFAIRS ASSISTANT
JOB #DEC936
$3,442 - $4,178 per Month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: November 2, 2007
CLOSING DATE: November 29, 2007
POSITION LOCATION: Anaheim Campus – Public Affairs Office
SCHEDULED SHIFT: 8:00 a.m. to 5:00 p.m., Monday through Friday
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for performing a variety of complex and specialized administrative and project coordination duties in support of the District’s communications, marketing, and governmental/public relations activities. Assist in the development, implementation, and updating of communications, marketing, and governmental/public relations strategic plans and goals. Assist in the development, writing, design, production, and review of public relations and marketing materials such as news releases, newsletters, brochures, advertisements, website pages, and other materials for a variety of activities and events. Assist in the production of materials in traditional, new, and emerging media formats; coordinate production of a variety of materials with the District’s Printing and Design Department and with external vendors. Maintain a calendar of activities and coordinate a variety of ongoing or cyclical projects such as receptions, recognition events, and production of annual brochures, fliers, and directory updates; revise schedules, forms, reports, records, and other information; prepare information for use in reports. Manage daily office activities to assure efficient operations; type and assist in the composition and editing of correspondence, memos, letters, agendas, and reports; schedule appointments and meetings; initiate and answer telephone calls; respond to requests for information; answer questions and resolve problems requiring judgment, knowledge, and explanation of policies; route and distribute incoming mail and other materials; prepare outgoing mail and packages. Monitor department expenditures and budgets; approve expenditures within established guidelines; assist with budget development and track status of budgets; maintain petty cash accounts; respond to inquiries regarding financial issues. Order supplies and prepare purchase requisitions; track orders to assure delivery and payment. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS

Education and Experience: Associate Degree or equivalent in communications, public relations, marketing, or related field; sufficient training and experience to demonstrate the knowledge, skills, and abilities listed below.

Knowledge of: District organization, operations, policies, and objectives; rules, strategies, technologies, terminologies, and best-practice trends related to communications, public relations, and marketing; modern office practices, procedures, and equipment; record-keeping techniques; correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to: Interpret, apply, and explain rules, regulations, policies, and procedures; write clearly, accurately, and effectively in a variety of styles for memos, letters, reports, newsletters, news releases, fliers, brochures, ads, website pages, and other formats; edit communications for clarity and accuracy; use a variety of computer software to perform functions such as word processing, desktop and website publishing, data base management, and presentation preparation; learn and use new and
emerging technologies; understand and follow oral and written directions; work independently with little direction; take leadership, coordinating role with assigned projects; understand scope of authority in making independent decisions; analyze situations accurately and identify an effective course of action according to established guidelines; plan, organize, and prioritize work; meet schedules and time lines; work confidentially with discretion; establish and maintain effective working relationships with others.

**SPECIAL REQUIREMENTS**

Requires a valid California Driver’s License.

**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities, including hand coordination activities; driving to a variety of locations to purchase or pick-up items, or make arrangements for activities and events.

**APPLICATION PROCEDURE**

- **DISTRICT CLASSIFIED APPLICATION REQUIRED** *(All sections must be completed)*

- List of completed college course work in communications, public relations, marketing, or related field. *(May be a list compiled by applicant or unofficial transcript. Unofficial transcripts verifying completion of college courses must be provided at the time of hire).*

Applications may be downloaded at [www.nocccd.edu](http://www.nocccd.edu), or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #DEC936, Public Affairs Assistant, in all correspondence. You may include cover letters, resumes, letters of reference, etc. as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

**THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.**

Mail or deliver your application packet in person to:

North Orange County Community College District  
Human Resources, 9th Floor  
1830 West Romneya Drive  
Anaheim, CA 92801-1819

**APPLICATION DEADLINE**

Completed applications must be received in the Human Resources office on or before **November 29, 2007, 5:00 p.m.**  
(Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. *(Board Policy 6010, Section 4.0)* The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available in the District's Human Resources office.
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